

Important Flexible Benefits Enrollment Materials Enclosed

***Spotlight* Newsletter**

Enclosed is your supply of the *Spotlight* newsletter. Please distribute to your employees prior to the October 20 - November 21 Open Enrollment period.

***Spotlight* Order Form**

For additional copies of the *Spotlight*, please fax the quantity needed using the form on the reverse side. We will fill requests while supplies last.

Flex Sourcebook and Election Form

Your agency's supply of the Flex Sourcebook and Election Form is based on the Benefits Administrator contact list (5% of eligible employees). For additional copies of the Flex Sourcebook, please use the State Materials Order Form. The sourcebook and election form may also be downloaded from the DHRM Web site at www.dhrm.state.va.us.

Thank you.

*Flexible Benefits
Program
Annual Enrollment*

Spotlight

October 2003

Additional copies needed _____

Date _____

Name _____

Agency # _____

Agency Name _____

Shipping Address _____

City _____ State _____ Zip Code _____

Telephone (____) _____

FAX FORM TO: (804) 780-0198